

Payroll User Group Minutes
Gardner Auditorium
June 9, 2004

Opening Remarks / Martin Benison –

- In cooperation with HRD and OER, the Unions have been notified regarding processing reimbursements via HRCMS. A CTR/HRD memo has been distributed and is available for departments as well as notices on all pay stubs.
- HRCMS system response time is still being reviewed for possible enhancements.

System Availability and Key Dates / Joan Shea –

- *See hand out for more details and dates*
- Imperative that all Departments participate in MMARS data cleanup to ensure successful Mock Conversions, which are scheduled on June 10 and a report to departments on June 14.
- Payroll Processing will run early on Friday 6/25(LCM Conversions) and 7/9 (Split Week) rather than Tuesday 6/29 and 7/13 respectively. This provides the Commonwealth with much needed processing times.
- For the early payroll runs only the OT hours for the remaining 2 days in each pay period are in jeopardy of being delayed.
- LCM could be available as early as July 1, depending upon the conversion times. We do expect LCM available July 2.
- During Accounts Payable, PH's will be required for any prior fiscal year charges.
- Payroll processed on Tuesday July 27 will be the Final Accounts Payable for FY2004.

Closing FY 2004 / Michael Weld –

- Reviewed all closing business (Review of power point presentation)
- Aug 31 is Deadline for correcting Negative Balances
- Highlighted the Splitweek memo FY2004-18
- Accounts Payable will not be processed for Contractors
- Retained Revenue Accounts will stop accepting deposits on July 7.

UI/UHI

- Departments are reminded to review UI/UHI Chargebacks in MMARS (IE/IV)
- UI/UHI CTR Contacts: Jim Box and/or Maureen Keating
- Pay period Ending **June 26** is the last FY04 period for UHI reporting purposes
- New procedures will be established for FY2005 they include:
 - Auto charging the payroll posting account (instead of Position Assigned Account) DD subsidiary
 - Estimation of obligations should include contractors
 - New MMARS documents will be IET (today IE/IV) and may be subject to the same data error requirements established by Departments COA

FY2005 Opening / Kevin McHugh –
Receipt Vouchers

- Review of power point presentation
- Receipt Voucher Deadline June 30
- Continue to submit all payments ASAP
- New PRRV process will replace current PCRS EX, information job aids forthcoming

ERIP

- Reminder to have on Term With Pay Status
- CTR is notifying specific departments with potential set-up issues.

UHI/UI

- Review of CTR memo regarding UI/UHI reporting and exemption rules.
- CTR is in the process of implementing HRCMS (Peoplesoft) functionality to identify exempt employees. In HRCMS State Tax Data2 Panel. Does not impact employees eligibility only the Commonwealth's (employer) obligations.
- There will be 3 HRCMS reports HTAX008, HTAX010 and HMTAX004

LCM Rules

- Review of power point presentation
- There is a new Rule Form for departments to use
- Workflow and work list is a new concept for NewMMARS and will be applied to LCM Rules Processing
- Review of PCRS Rules and Crosswalk to LCM terminology